

Policy for Naming of Public Amenities and
Park & Recreation Facilities within the City of Brighton
2005

I. Procedure for Naming Public Amenities

The City Council may create by resolution a Special Citizens Committee that will serve to solicit and elicit recommendations and review suggestions for naming of buildings, bridges, or other City amenities. The City Council may, at its discretion, authorize the Committee to serve to name one specific amenity or to serve to recommend names for multiple amenities.

A. Selection Process to Establish Special Citizens Committee

1. The Citizen Committee shall be composed of one citizen from each Ward to be recommended by that Ward's Council Members. The at-large member shall be recommended by the Mayor. The Mayor shall appoint the members of the Committee, after consultation with the City Council.
2. The City Council may request the Brighton School District 27J to recommend the naming of a joint facility through the School District's process. If this happens, the City Manager shall assign a non-voting administrative staff member to serve as liaison.

B. Criteria of Naming Public Amenities by Citizens Committee

Suggestion of names for public amenities shall be submitted to the Committee in the form of a Petition. The following steps should be considered for the nominations of names for a public amenity. The Citizens Committee must review and consider all names recommended prior to being submitted to the City Council for consideration and further action. The approved naming Petition shall be presented to the City Council in the form of a resolution.

1. The Special Citizens Committee shall establish a time frame to solicit names for the public amenity.
2. Citizen may pick up a Petition Form from the City Clerk's Office, Parks and Recreation Administrative Office or from the City website at www.brightonco.gov.

3. The Petition Form shall request a brief summary of why a city's building, bridge or other amenity should be considered for the name submitted.
4. Twenty-five (25) Brighton citizen's signatures are required on the Petition.
5. The Petition shall be returned to the City Clerk's Office who shall forward the Petition to the Special Citizens Committee.
6. An amenity is generally named after the geographical area in which it is located.
7. In naming a public amenity in honor of a person, the following shall be considered. The citizen shall be an outstanding person who has been involved with the City of Brighton, State of Colorado, or the United States. Someone who is or was instrumental in furthering the cause of a greater Brighton through such means as leadership, youth services, cultural diversity, agriculture, history, civic responsibility, education, business promotion, long time resident. The person may be deceased or retired from active participation in City affairs.

C. Process of City Council to Approve

The City Council may accept the suggested name as presented by the Special Citizens Committee, refer the list back to the Committee to allow for the submittal of additional petitions or select one of the other names presented on a Petition. The Special Committee shall review all Petitions submitted. All Petitions shall be forwarded to City Council along with a recommended preferred name. The City Council shall be presented the Petition of the preferred name in the form of a Resolution. If the Resolution is denied, an explanation shall be sent to the Special Citizens Committee. If the Resolution is tabled it shall remain on the City Council's agenda until it is passed or denied. Names of existing amenities will not be considered for change except by the request of a representative group of citizens of the area affected or the City Council.

II. Procedure for Naming Parks and Recreation Facilities and Memorial Parkway Recognitions.

- A. Naming of Parks and Recreation Facilities.** The request for naming of a park or recreational facility shall be forwarded to the

City Council through the Parks and Recreation Advisory Committee. The following steps shall be used for the consideration of nominations of names for park, recreational facility, trail, lake or open space area.

1. Nominator(s) picks up a Petition Form from the City Clerk's Office at City Hall or the Parks and Recreation Administrative Office at the City Hall Annex or from the City website at www.brightonco.gov.
 - a. The form shall contain a brief summary of why a park, recreation facility, trail, lake or open space area should be considered for the name submitted to the City Clerk or Parks & Recreation Office.
 - b. A facility may be named, generally, according to any of the following options:
 - i. Geographic or Historical Themes
 - ii. Nature Themes
 - iii. Sister Cities; or
 - iv. Service Organizations.
 - c. In the case of naming a facility for an exceptional person or persons, the following shall be considered:
 - i. The person shall be an outstanding resident of our community, our State or our Nation.
 - ii. *The person shall be a resident who is or was instrumental in furthering the cause of a greater Brighton through such means as leadership, youth services, cultural diversity, agriculture, history, civic responsibility, education, or business promotion. All services should span a minimum of twenty (20) years.*
 - d. A minimum of twenty-five (25) signatures from Brighton residents is required deserving persons with a plaque on the "Memorial Parkway" or to provide amenities in park and/or recreation facilities.
2. The Parks and Recreation Advisory Board shall consider the Petition at its next scheduled meeting.
3. After the Parks and Recreation Advisory Board reviews the Petition and, if the petition is accepted, a public notice shall be posted in the local newspaper and a public meeting shall be

scheduled for the next Parks and Recreation Advisory Board meeting.

4. After the public meeting session of the next scheduled Parks and Recreation Advisory Board meeting, the Board shall approve, deny, or table the Petition.
 - a. If approved, the Petition shall be presented to the Brighton City Council in the form of a Resolution.
 - b. If denied, a letter of explanation shall be sent to the petitioners and City Council.
 - c. If tabled, the Petition shall be placed on the agenda for the next regularly scheduled Parks and Recreation Advisory Board meeting for action.
5. The Brighton City Council shall then act on the Resolution at the regular meeting.
 - a. If the Resolution is passed, a copy of the Resolution along with all papers pertaining thereto shall be organized and stored in a permanent public file in City Hall.
 - b. If the Resolution is not approved, an explanation shall be sent to the Parks and Recreation Advisory Board.
 - c. If the Resolution is tabled, it shall be subject to further consideration consistent with the City Council Rules of Procedure.

B. Procedure for Selecting Names for Recognition on Memorial Parkway. Initiation of the process for selection of names for the Memorial Parkway shall begin with the Parks and Recreation Advisory Board. The selection process shall be as follows:

1. A petition shall be picked up from the City Clerk's office or the Parks & Recreation Office at City Hall.
 - a. The petition shall contain a brief summary as to why the nominee should be considered for placement of a plaque on the Memorial Parkway.
 - b. A minimum of twenty-five (25) signatures from Brighton residents is required for each nominating petition.
2. Nominees for consideration for plaques along the Memorial Parkway may be living or deceased.

3. The Parks and Recreation Advisory Board shall consider the Petition at its next scheduled meeting. The Petition shall be approved, tabled, or denied.
 - a. If approved, the Petition shall be presented to the Brighton City Council in the form of a Resolution.
 - b. If denied, a letter of explanation shall be sent to the petitioners and to the City Council.
 - c. If tabled, the Petition shall be placed on the agenda for the next regularly scheduled Parks and Recreation Advisory Board meeting for action.

C. Naming of City and School District Facilities. The City Council may request the School District to recommend the naming of a joint School District/City facility through the School District process.

- a. The Brighton City Council shall then act on the Resolution at a regular meeting.
- b. If the Resolution is passed, a copy of the Resolution along with all papers pertaining thereto shall be organized and stored in a permanent public file in the City Hall.
- c. If the Resolution is not approved, an explanation shall be sent to the Parks and Recreation Advisory Board.
- d. If the Resolution is tabled, it shall be subject to further consideration consistent with the City Council Rules of Procedure.